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ABSTRACT

Supporting performance objective 22 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on filing materials numerically are included in this packet. (The packet is the fourth in a set of nine on maintaining files and a library--CE 016 939-947.) The student materials include information on numerical filing, a self-check and student activity (with answer keys), final check-out activities; simulated index cards and business letters, and an instructor's final checklist. The instructor's manual includes directions for preparing the module for student use and an answer key for the final check-out activities. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the nine packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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FILING NUMERICALLY

STUDENT'S MANUAL

Materials in this Lesson
have been

Modified by
Sadie McLeod

from
Materials Developed and Graciously Provided by
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and
Department of Vocational Education
College of Education, University of Kentucky

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TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC) AND
USERS OF THE ERIC SYSTEM."

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OE 016 942

FILING NUMERICALLY

INTRODUCTION

Since electronic data processing systems operate on the basis of numbers instead of alphabetic characters, there is a trend toward the use of numbers in many businesses.

When a numerical system is used, an alphabetic index is necessary to find the number assigned to a particular person or business. The numeric system may take a little more time, but there are some distinct advantages. It is easy to expand a numeric system; it provides for quick identification; and the alphabetic index can provide the address and sometimes the phone number without going to the main file. In this module you will learn how to handle these situations.

DIRECTIONS

Before you start to work on this module, be sure you have completed Module IV-C, "Alphabetic Filing—Governmental Rules."

If you have completed that module, read the objectives below. After you have read the objectives, complete the Learning Activities in the order given. Your instructor will supply you with the correct guides and a small file container to use in this module. Be sure to have pen and paper for your answer sheets.

OBJECTIVE

- (1) Given 25 documents with instructions for filing numerically, file the documents, using the numeric method. No more than 3 documents may be misfiled.
- (2) Given requests for ten pieces of information from the files, retrieve such materials and give requested information to the instructor. Performance will be based on the accurate retrieval of the requested information. Nine of the ten requested pieces of information must be retrieved.

LEARNING ACTIVITIES

- | | |
|--------------|--|
| READ | 1. STUDY Instruction Sheet I, WHY FILE NUMERICALLY? |
| CHECK | 2. CHECK YOUR KNOWLEDGE of Numerical Filing by completing Student Self-Check I, NUMERIC FILING. |
| READ | 3. COMPLETE Instruction Sheet II, CUSTOMER ACCOUNT NUMBERS. |
| CHECK | 4. ARRANGE with your instructor to complete the Check-Out Activities. |

Instruction Sheet I

WHY FILE NUMERICALLY?

Numbers have gained importance today because of their frequent use in data processing systems. Records and documents are often identified by numbers and filed in numeric sequence. These include: purchase orders, sales orders, licenses, customer charge accounts, bank accounts, social security numbers, and many more.

In numeric filing it is necessary to have a small file arranged alphabetically that contains the number assigned to a particular individual or business. This file is known as an index card file.

If you want to file a document in a numeric system, examine the document to see if the number is given. If it is given, underline the number and put the letter in the correct place. If a number is not given in the document, you must look in the index card file to find the number. When you locate the number, write it on the top of the document to be filed. Since you must consult the card index in the numeric filing system, it is known as an indirect system.

In order to save time, it is easier to first examine all documents you need to file and obtain the correct numbers. Then sort the letters according to the first number. For example, if the numbers assigned are in a series 2-33-01 or 3-33-01 separate the letters containing 2 from 3. Then put the letters in the two piles in numeric order before going to the files. This will make it faster and easier for you to file. It may be necessary for you to sort the letters a second or third time if you are filing a large number of documents.

At times you will receive documents that do not have a number assigned. When this occurs, you must refer to the numeric register which shows what numbers have been assigned. You should assign the next available number to the new document.

Numeric filing has several distinct advantages. Many times a business refers to a document by number as previously mentioned. In such businesses filing by number is very easy. In some situations it is necessary for the files to be confidential and numbers rather than names are used. The greatest advantages are that numeric filing is extremely accurate and that the system can be expanded simply by assigning new numbers.

The numeric filing system is known as indirect filing because the card index must be consulted before filing the document. This takes more time. If a document is received with no assigned number, you must decide whether to assign a new number or, if you do not anticipate further correspondence from this individual or business, put the document in the miscellaneous alphabetic file. A small alphabetic file is generally kept along with a numeric file for items that do not warrant assignment of a number.

Summary**STEPS IN NUMERIC FILING**

1. Inspect the document for number.
2. If the document has no number, consult the card index and put the correct number at the top of the document.
3. If the card index has no number for this document, consult the numeric register and assign a new number only if you anticipate further correspondence.
4. If no further correspondence is anticipated, file the document in the miscellaneous alphabetic file.
5. After all documents contain numbers, sort the documents to make filing quicker and easier.
6. File the documents in the proper place.

Student Self-Check I**NUMERIC FILING**

Answer these questions on a separate sheet of paper. Then check your answers by the answer key provided.

1. What are the three basic parts of a numeric filing system?
2. What is the purpose of each basic part of the numeric filing system?
3. How do you know what numbers are available for new customers?
4. List at least two advantages and two disadvantages of the numeric filing system.

Do not write on this sheet!

Instruction Sheet II

CUSTOMER ACCOUNT NUMBERS

- I. Retrieve letters P-1 through P-15 that you used in packet IV-C, "Alphabetic Filing Including Governmental Units." You will need the following letters for your practice: P-1, P-2, P-3, P-6, P-7, P-10, P-11, P-13, P-14.

Underline the customer account number on each letter and file in the folders your instructor has provided. If the account number is not given in the letter, then consult the alphabetic card index and/or the numeric register for the assigned number. On a separate sheet, list the letter number in the proper arrangement according to the customer's account number. When you have finished, verify your answers by the answer key provided.

- II. Now see how fast you can retrieve the letters listed below. When you find the letter, place the number of each letter in the proper order on a sheet of paper. In order to retrieve these letters, it will be necessary for you to use the alphabetic card index that is provided. Before you begin, make sure the index is in proper alphabetic order and in your file container.

1. New Free Press

Dated
August 13, 197-

2. Mrs. Karen McWilliams

June 21, 197-

3. T and H Wholesale Co.

April 29, 197-

4. Norwood Nursing Home

May 1, 197-

5. A. R. Robbins

June 29, 197-

NUMERIC REGISTER*
CURRENT CUSTOMER ACCOUNTS

Number	Name	Address
4-11-04	Raymond Morris	203 West Pleasant, Cynthiana, KY 41031
4-11-08	Shawn J. McCool	333 Malibu Rd., Charleston, WV 25601
4-11-09	New Free Press	1133 State St., Philadelphia, PA 19104
4-11-12	WV Dept. of Education	278 Court Circle, Charleston, WV 26070
4-11-15	Fraternal Order of Police	20 Algiers Court, Washington, DC 20031
4-11-19	Alfred P. Robbins	129 Atlantic Dr., Stanton, RI 02882
4-11-22	Felix Unger	129 Capital St., Toledo, OH 43605
4-11-23	A. R. Robbins	337 Marion Ave., Atlantic City, NY 08401
4-11-24	St. Williams Church	67 Beech Drive, Oklahoma City, OK 74138
4-11-27	Chas. Sutter-Smith Publ.	129 Hardrock Rd., Knoxville, TN 37919
5-11-00	Phillip Stamper	678 Della Drive., Covington, KY 41017
5-11-03	Mary Jane Peyton	3468 Lawrence Ave., Uniontown, PA 17104
5-11-05	Silver Grove Fire Dept.	16 River Rd., Silver Grove, UT 84121
5-11-07	J. E. Northcutt	999 Spring Garden Rd., Franklin, MS 39211
5-11-09	Norwood Nursing Home	726 Freeland Dr., Norwood, VA 24401
5-11-10	Karen McWilliams	3913 Woodland Park Dr., Biloxi, MS 39531

*To be used with Instruction Sheet II and Final Check-Out.

Number	Name	Address
5-11-13	James Northcutt	3468 Lawrence Ave., Baltimore, MD 21651
5-11-15	P-M Bakery	128 Lee Road, Petersburg, VA 24657
5-11-17	Van Camp's Farm Equip. Co.	3216 New Circle Rd., Lexington, VT 05672
5-11-20	Matthew Davis	Miller Rd., Georgetown, KY 40324
5-11-25	X-Cel Home Decorators	305 Overton St., St. Louis, MO 63117
5-11-26	Shelly O'Bryan	2555 Habersham St., Jersey City, NJ 07104
5-11-28	Gerald Horn (Mrs.)	189 Pine St., Nicholasville, KY 40356
6-11-01	T and H Wholesale Co.	500 Greenwood Rd., Chattanooga, TN 37921
6-11-03	Gayle Richardson	1456 Bradford St., Lexington, KY 40503
6-11-05	Robt. M. Rollins	2077 West Tenth Street, Hastings, SD 57724
6-11-07	Harry Kinmore	Route 3, Paint Lick, KY 40461
6-11-08	Tom Pain	2500 Kenosha Ave., Lubbock, TX 79410
6-11-11	Charles Smith-Gibson	114 Tulip Lane, Green Bay, WI 54303
6-11-15	Thos. R. Smythe	234 Revolution St., Lexington, VT 05672
6-11-17	Rollins Printing Co.	720 Madison Court, Hampton, VA 23657
6-11-20	Allen Parker	118 Spendthrift Dr., Lexington, KY 40502
6-11-23	Thomas' Dept. Store	3497 Wheeler St., Houston, TX 77004
6-11-25	G. M. Xavier, Jr.	940 Eastland Terrace, Cincinnati, OH 45230

ALPHABETIC CARD
INDEX

Cut On Lines

New Free Press
1133 State Street
Philadelphia, PA 19104

4-11-09

PRACTICE

Norwood Nursing Home
726 Freeland Dr.
Norwood, VA 24401

5-11-09

PRACTICE

Mrs. Karen McWilliams (Mrs. John)
3913 Woodland Park Dr.
Biloxi, MS 39531

5-11-10

PRACTICE

ALPHABETIC CARD
INDEX

A. R. Robbins
337 Marion Ave.
Atlantic City, NY 08401

4-11-23

PRACTICE

Alfred P. Robbins
129 Atlantic Dr.
Stanton, RI 02882

4-11-19

PRACTICE

Dr. Charles Smith-Gibson
114 Tulip Lane
Green Bay, WI 54303

6-11-11

PRACTICE

ALPHABETIC CARD
INDEX

T and H Wholesale Co.
500 Greenwood Rd.
Chattanooga, TN 37921

6-11-01

PRACTICE

WV Dept. of Education
Central Store
278 Court Circle
Charleston, WV 26070

4-11-12

PRACTICE

G. M. Xavier, Jr.
940 Eastland Terrace
Cincinnati, OH 45230

6-11-25

PRACTICE

FINAL CHECK-OUT ACTIVITIES

The statements below explain the activities you must be able to complete in order to finish this module. When you complete the activities, submit your answer sheet and file to your instructor. He/she will then verify and rate your performance using the Instructor's Final Checklist, NUMERIC FILING.

Retrieve letters F-1 to F-35 from packet IV-C "Alphabetic Filing Including Governmental Units." You will need the following letters: F-1, F-2, F-3, F-4, F-5, F-7, F-9, F-10, F-12, F-17, F-19, F-22, F-23, F-24, F-26, F-27, F-28, F-31. You will also need letters F-36 through F-42 which you will find in this packet.

Underline the customer account number on each letter and file in the folders your instructor has provided. If the account number is not given in the letter, then consult the alphabetic card index and/or the numeric register for the assigned number. On a separate sheet list the letter number in the proper arrangement according to the customer's account number.

When you have finished see how fast you can retrieve the letters listed below. When you find the letter, place the number of the letter on your answer sheet in the proper order.

In order to retrieve these letters it will be necessary for you to use the alphabetic card index that is provided. Before you begin, make sure the index is in proper alphabetic order and in your file container.

When you have finished, submit your answer sheet and file to your instructor to be verified.

Name	Dated
1. Mrs. Gerald Horn	January 31, 19--
2. Raymond Morris	January 31, 19--
3. Gayle Richardson	April 3, 19--
4. Phillip Stamper	May 7, 19--
5. Matthew Davis	March 7, 19--
6. Harry Kinmore	July 6, 19--
7. Allen Parker	May 15, 19--
8. Shawn McCool	October 23, 19--
9. Thos. R. Smythe	April 15, 19--
10. James Northcutt	October 1, 19--

F-36

January 31, 197-

Mr. Raymond Morris
203 West Pleasant
Cynthiana, KY 41031

Dear Mr. Morris:

C The Burns and Carter Department Store has referred to my
attention a balance of your account number 4-11-04 in the amount
of \$350.00 which is long over due.

O Your continued silence regarding your account will require
P your personal appearance in court if you do not make some definite
and satisfactory arrangements for payment.

Y While I am reluctant to resort to legal proceedings, which
could cause you trouble and additional expense, there will be
no alternative remaining unless you contact this office within
five days.

Very truly yours,

Jack Aronson
Attorney

rb

F-37

April 3, 197-

Mr. Gayle Richardson
1456 Bradford Street
Lexington, KY 40503

Dear Mr. Richardson:

- C This to notify you your account number 6-11-03 is six months
O past due, and has been closed because of delinquency.
P No further purchases are permitted on the account, and your
charge-a-plate must be returned to our store.
Y Immediate payment must be made to liquidate the past due
amount of \$25.68. Your cooperation in this matter is urgent.

Enclosed is a self-addressed envelope for your convenience.

Very truly yours,

Collection Dept.
278-5000

rb

Enclosure

F 38

March 7, 197-

Mr. Matthew Davis
Miller Road
Georgetown, KY 40324

Dear Mr. Davis:

C When you opened an account with us, you agreed to pay promptly
O each month. We realize, therefore, that there must be some reason
P why you have not paid on your account in 90 days as agreed. Will
Y you tell us exactly why payment hasn't been made, so we may arrange
to work with you and help you fulfill your obligation?

At the present time, your account is in arrears to the point that
we must ask you to refrain from using your charge-a-plate. Store
policy prohibits us from authorizing any further charges as long
as your account remains in a delinquent status.

We appreciate your patronage and wish to continue serving you.
However, if satisfactory arrangements cannot be made within a
reasonable length of time, we will have no other choice but to
ask you to return your plate to our office and close your account
permanently.

We will be glad to answer any questions that you may have. Please
contact us at our Lexington office. Phone: 278-5000.

Very truly yours,

Collection Department

rb

F-39

July 6, 197-

Mr. Harry Kinmore
Route 3
Paint Lick, KY 40461

Dear Mr. Kinmore:

PAYMENT DUE: \$29.63

C When you opened your account, number 6-11-07, you agreed to pay
O the amount in full each month. There must be some substantial
P reason why payment has not been made as you agreed. Will you
Y tell us exactly why payment hasn't been made, so we can arrange
to work with you and help you fulfill your obligation?

Y We do not wish to annoy you with unpleasant correspondence and
feel sure you will appreciate our position in seeking your co-
operation.

Very truly yours,

Collection Department
Telephone: 278-5000

rb

F-40

May 7, 197-

Mr. Phillip Stamper
678 Della Drive
Covington, KY 41017

Dear Mr. Stamper:

C When you opened your account, number 5-11-00, it was agreed that
O you would pay on it promptly each month. We realize, therefore,
P that there must be some reason why payment has not been made as
Y agreed. Will you tell us exactly why payment hasn't been made,
so we may arrange to work with you and help you fulfill your ob-
ligation?

At the present time, your account is in arrears to the point that
we must ask you to refrain from using your charge-a-plate. Store
policy prohibits us from authorizing any further charges as long
as your account remains in a delinquent status.

We appreciate your patronage and wish to continue serving you.
However, if satisfactory arrangements cannot be made within a
reasonable length of time, we will have no other choice but to
ask you to return your plate to our office and close your account
permanently.

We will be glad to answer any questions that you may have. Please
contact us at our Lexington office. Phone: 278-5000.

Very truly yours,

Collection Department

rb

F-41

May 15, 197-

Mr. Allen Parker
118 Spendthrift Drive
Lexington, KY 40502

Dear Mr. Parker:

C Thank you for your credit application. It is a pleasure when we
can make shopping more convenient for our customers, and our charge
plate does just that.

O We have examined your application for credit but cannot extend
P our credit services until we obtain additional information from
you. Would you please complete the blanks marked in red and return
Y the application to us in the enclosed self-addressed envelope.

Your application will receive our prompt attention. We hope to
have your account set up by the first of next month.

Very truly yours,

Howard E. Carter
Sales Manager

rb

Enclosure

F-42

January 31, 197-

Mrs. Gerald Horn
189 Pine Street
Nicholasville, KY 40356

Dear Mrs. Horn:

C The Burns and Carter Department Store has referred to my
O attention an overdue balance in your account, number 5-11-28,
in the amount of \$500.00.

P Your continued silence regarding your account will require
Y your personal appearance in court if you do not make some
definite and satisfactory arrangements for payment.

While I am reluctant to resort to legal proceedings, which
could cause you trouble and additional expense, there will
be no alternative remaining unless you contact this office
within five days.

Very truly yours,

Jack Aronson
Attorney

rb

Matthew Davis
Miller Road
Gerogetown, KY 40324

5-11-20

**ALPHABETIC CARD
INDEX****Cut Apart On Broken
Lines**

FINAL CHECK-OUT

Gerald Horn (Mrs.)
189 Pine St.
Nicholasville, KY 40356

5-11-28

FINAL CHECK-OUT

Harry Kinmore
Route 3
Paint Lick, KY 40461

6-11-07

FINAL CHECK-OUT

ALPHABETIC CARD
INDEX

Fraternal Order of Police
20 Algiers Court
Washington, DC 20031

4-11-15

FINAL CHECK-OUT

Shawn J. McCool
333 Malibu Road
Charleston, WV 25691

4-11-08

FINAL CHECK-OUT

Raymond Morris
203 West Pleasant
Cynthiana, KY 41031

4-11-04

FINAL CHECK-OUT

ALPHABETIC CARD
INDEX

J. E. Northcutt
999 Spring Garden Rd.
Franklin, MS 39211

5-11-07

FINAL CHECK-OUT

James Northcutt
3468 Lawrence Ave.
Baltimore, MD 21651

5-11-13

FINAL CHECK-OUT

Shelly O'Bryan (Mrs. Damon)
2555 Habersham St.
Jersey City, NJ 07104

5-11-26

FINAL CHECK-OUT

ALPHABETIC CARD
INDEX

Tom Pain
2500 Kenosha Ave.
Lubbock, TX 79410

6-11-08

FINAL CHECK-OUT

Allen Parker
118 Spendthrift Dr.
Lexington, KY 40502

6-11-20

FINAL CHECK-OUT

Mary Jane Peyton (Mrs. John)
3468 Lawrence Ave.
Uniontown, PA 17104

5-11-03

FINAL CHECK-OUT

ALPHABETIC CARD
INDEX

R-M Bakery
128 Lee Road
Petersburg, VA 24657

5-11-15

FINAL CHECK-OUT

Gayle Richardson (Mr.)
1456 Bradford St.
Lexington, KY 40503

6-11-03

FINAL CHECK-OUT

Rollins Printing Co.
720 Madison Court
Hampton, VA 23657

6-11-17

FINAL CHECK-OUT

ALPHABETIC CARD
INDEX

Robt. M. Rollins
2077 West Tenth Street
Hastings, SD 57724

6-11-05

FINAL CHECK-OUT

St. Williams Church
67 Beech Drive
Oklahoma City, OK 74138

4-11-24

FINAL CHECK-OUT

Silver Grove Fire Dept.
16 River Rd.
Silver Grove, UT 84121

5-11-05

FINAL CHECK-OUT

Thos. R. Smythe
234 Revolution St.
Lexington, VT 05672

6-11-15

FINAL CHECK-OUT

ALPHABETIC CARD
INDEX

Phillip Stamper
678 Della Drive
Covington, KY 41017

5-11-00

FINAL CHECK-OUT

Charles Sutter-Smith Publishing
129 Hardrock Rd.
Knoxville, TN 37919

4-11-27

FINAL CHECK-OUT

Thomas' Department Store
3497 Wheeler St.
Houston, TX 77004

6-11-23

FINAL CHECK-OUT

ALPHABETIC CARD
INDEX

Felix Unger
129 Capital St.
Toledo, OH 43605

4-11-22

FINAL CHECK-OUT

Roger VanCamp, President
VanCamp's Farm Equipment Co.
3216 New Circle Rd.
Lexington, VT 05672

5-11-17

FINAL CHECK-OUT

X-Cel Home Decorators
305 Overton St.
St. Louis, MO 63117

5-11-25

**ALPHABETIC CARD
INDEX**

Cut Apart On Broken
Lines

FINAL CHECK-OUT**FINAL CHECK-OUT****FINAL CHECK-OUT**

Instructor's Final Checklist

NUMERIC FILING

Check the student's performance in the following elements of numeric filing.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished, or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

STUDENT PERFORMANCE			
Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished

1. The student used the correct number in preparing for filing
2. The student put the numbers in correct order for filing
3. The student retrieved the necessary letters within an acceptable time limit as determined by the instructor
4. The student correctly evaluated the work after each self-check

[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Student Self-Check I**Answers**

1. a) Numeric file; b) index card file; c) numeric register
2. a) numeric file—the file where documents are stored.
b) index card file—the file where the names are arranged in alphabetic order. It also supplies the number under which the document is filed.
c) numeric register—a place where the numbers that are assigned are kept. You must look here before assigning a number to a new customer.
3. You must look in the numeric register.
4.

Advantages	Disadvantages
a) Most accurate of all filing systems	a) Indirect Filing
b) Easy to expand	b) Must use index card file which takes time
c) Makes use of numbers in data processing systems	c) Miscellaneous records require separate files

Instruction Sheet II

ANSWERS

I. P-1, P-10, P-14, P-13, P-6, P-2, P-3, P-11, P-7

II. 1. P-1

2. P-2

3. P-3

4. P-6

5. P-13

FILING NUMERICALLY

INSTRUCTOR'S MANUAL

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**from
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1977

NOTES TO TEACHER

Please review this module carefully before beginning instruction.

You will need to supply the following items for the student to successfully complete this activity:

File Folders for Instruction Sheet II and Check-Out
Small File Container for index file

The students will be using the letters from Module IV C to complete Instruction Sheet II and the Checkout Activity.

The Instructor's Final Checklist, page 29, is a perishable item. You should duplicate enough copies for evaluation of each student's performance.

A key for the final checkout is included in your manual.

Module IV D

Key

FINAL CHECK-OUT

<u>Letter No.</u>	<u>Account No.</u>
F-36	4-11-04
F-1	4-11-08
F-24	4-11-15
F-19	4-11-22
F-31	4-11-24
F-28	4-11-27
F-40	5-11-00
F-5	5-11-03
F-22	5-11-05
F-2	5-11-07
F-7	5-11-13
F-23	5-11-15
F-26	5-11-17
F-38	5-11-20
F-27	5-11-25
F-3	5-11-26
F-42	5-11-28
F-37	6-11-03
F-10	6-11-05
F-39	6-11-07
F-4	6-11-08
F-9	6-11-15
F-12	6-11-17
F-41	6-11-20
F-17	6-11-23

<u>Name</u>	<u>Letter No.</u>	<u>Account No.</u>
Raymond Morris	F-36	4-11-04
Shawn McCool	F-1	4-11-08
Phillip Stamper	F-40	5-11-00
James Northcutt	F-7	5-11-13
Matthew Davis	F-38	5-11-20
Mrs. Gerald Horn	F-42	5-11-28
Gayle Richardson	F-37	6-11-03
Harry Kinmore	F-39	6-11-07
Thos. R. Smythe	F-9	6-11-15
Allen Parker	F-41	6-11-20